

# Multifamily Tenant Characteristics System (MTCS)



**Late HQS Discrepancy Report Guide  
September 1999**

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## 1. Summary

The *Late HQS Inspection Discrepancy Report* provides a list of families for which the PHA did not submit a Housing Quality Standards (HQS) inspection in the last 15 months or within the projected next reexamination date.

The *Late HQS Inspection Discrepancy Report* displays data on Public Housing, Indian Rental, Indian Mutual Help, Indian Housing, Section 8 Certificates, Section 8 Vouchers, and Section 8 Moderate Rehabilitation.

This guide will help users to:

- Access the *Late HQS Inspection Discrepancy Report*
  - Understand MTCS report data fields
  - Interpret and use the data contained in the report
- \* This guide is for the *Late HQS Inspection Discrepancy Report* and is not intended to be a sole source for MTCS report users. For information on other reports, please go to:

**[www.hud.gov/pih/systems/mtcs/document.html](http://www.hud.gov/pih/systems/mtcs/document.html)**

## 2. Access the Late HQS Inspection Discrepancy Report

From the *MTCS Main Menu*,

- Use your mouse to click on the words 'MTCS Reports'

A yellow rectangular button with the text "MTCS Reports" in blue, bold, sans-serif font.

The *MTCS Selection Menu* will appear on your screen.

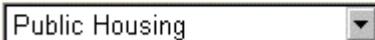
### 2.1. Program Selection

From the Selection Menu,

You must select a single program type to view this report.

Single program types include:

1. Section 8 Certificates
  2. Section 8 Vouchers
  3. Section 8 Moderate Rehabilitation
- Use your mouse to select a program from the drop-down box

A yellow rectangular header with the text "Program Selection" in blue, bold, sans-serif font.A white rectangular dropdown menu with a black border and a small downward-pointing arrow on the right side. The text "Public Housing" is displayed inside the box.

- \* The *Late HQS Discrepancy Report* is for Section 8 programs only

## 2.2. Level of Information

Once you have selected a program, you must select a level of information.

To view the *Late HQS Discrepancy Report*, you must select either:

1. Housing Agency
  2. Project (Public & Indian Housing only)
- Use your mouse to select a level of information

[Housing Agency](#)

- \* For more information on how to select a 'level of information,' look on the MTCS documentation web site:

[www.hud.gov/pih/systems/mtcs/document.html](http://www.hud.gov/pih/systems/mtcs/document.html)

## 2.3. Select the Late HQS Discrepancy Report

After you complete the 'level of information' selection,

- Click on the '**Report Menu**' button

The *MTCS Report Menu* appears on your screen.

- Use your mouse to select the *Late HQS Discrepancy Report*

[Late HQS Inspection Discrepancy](#)

### **3. Data Field Definitions**

Definitions apply to selected 'program type' and 'level of information.'

The *Late HQS Inspection Discrepancy* has eight data fields.

<b>Data Field</b>	<b>Data Field Definition</b>
Head of Household's Name	Head of Household's (HOH's) name
Head of Household's SSN	HOH's Social Security Number
HA code	HA state and HA number
Project Code <i>Public &amp; Indian Housing only</i>	Project state and project number
Site Number <i>Public &amp; Indian Housing only</i>	Site number or suffix, if applicable
Months Late	Number of months from fifteen months that the inspection is late based on date of last HQS inspection
Date of Last HQS Inspection	Date of the family's last HQS inspection

## 4. Report Applications

There are a variety of different uses for MTCS reports. This section highlights some of the important data fields in the report and describes the ways MTCS users can use the data contained in this report

HUD intends users to challenge information contained in MTCS reports because often, upon further investigation, the problems or issues may be different than they appear in MTCS. Use MTCS data and reports as a starting point for discussion, investigation, research, and analysis.

### 4.1. Key Data Fields

- **Months Late** indicates the number of months the Housing Quality Standards inspection is overdue. MTCS does not consider an HQS inspection as late until 15 months after the date the unit was last inspected. If the field indicates that an inspection is one month late, for example, 16 months have passed since the unit was last inspected according to the effective date of action in MTCS.
- Date of Last Inspection displays when the family's unit last had a Housing Quality Standard inspection.

#### **4.2. PHA Uses for the Report**

- **Plan and manage programs**

A PHA can access the Late HQS Inspection Report to obtain a list of families for whom the PHA has not reported an HQS inspection in the last 15 months. This report applies only to Section 8 certificate, voucher, and moderate rehabilitation programs. Timely HQS inspections are important. HUD considers timely HQS inspections when it determines a PHA's overall SEMAP rating.

#### **4.3. HUD Uses for the Report**

- **Monitor PHA performance**

HUD staff can use this report to monitor PHA management and operations. To ensure tenants have safe and decent housing, Section 8 program rules require all units meet HQS, a set of guidelines that describe minimum health and safety requirements. Program administrators inspect all units before initial lease-up and then at least annually to verify HQS compliance.

Prior to a site visit, Field Office or TARC staff may want to print a copy of a PHA's Late HQS Inspection Report to examine PHA inspection procedures for HQS inspections and verify the PHA reports information to MTCS in a timely manner. While on-site, Field Office or TARC staff can also use this report to examine a PHA's record-keeping system and inspection operations.

## **5. Business Rules**

These business rules give technical definitions for the fields on the *Late HQS Inspection Discrepancy Report*. Business rules reflect program rules and calculations performed for each report field.

### **5.1. Exclusions and Notes**

Excludes cases where 'type of action' is:

- Portability move-out (line 2a = 5)
- End of participation (line 2a = 6)
- FSS Enrollee or Exit (line 2a = 8)

Applies to:

- Section 8 Certificates
- Section 8 Vouchers
- Section 8 Moderate Rehabilitation

**5.2. Business Rules**

<b>Data Field</b>	<b>Business Rule</b>
Head of Household Name	<p><b>COMPOSED OF:</b></p> <ul style="list-style-type: none"> <li>Last name (line 3b)</li> <li>First name (line 3c)</li> <li>Middle initial (line 3d)</li> <li><b>WHEN</b> relation (line 3h = H)</li> </ul>
Head of Household SSN	<p><b>COMPOSED OF:</b></p> <ul style="list-style-type: none"> <li>Social security number (line 3n)</li> <li><b>WHEN</b> relation (line 3h = H)</li> </ul>
HA Code	<p><b>COMPOSED OF:</b></p> <ul style="list-style-type: none"> <li>HA state (line 1b)</li> <li>HA number (line 1c)</li> </ul>
Project Code <i>Public and Indian Housing only</i>	<p><b>COMPOSED OF:</b></p> <ul style="list-style-type: none"> <li>Program (line 1d)</li> <li>Project state if different from line 1b (line 1e)</li> <li>Project/originating HA number if different from 1c (line 1f)</li> <li>Project number (line 1g)</li> </ul>
Site Number <i>Public and Indian Housing only</i>	<p><b>COMPOSED OF:</b></p> <ul style="list-style-type: none"> <li>Site number or suffix (line 1h)</li> </ul>
Months Late	<p><b>EQUALS (IN DAYS):</b></p> <ul style="list-style-type: none"> <li>Summarization date (first Friday of the month)</li> <li>Minus date unit last inspected (line 5h)</li> <li><b>WHERE</b> thirty days equals one month</li> <li><b>ROUNDS</b> the result to the nearest month</li> </ul> <p>Sorts by months, in descending order</p> <p><b>EXCLUDES:</b></p> <ul style="list-style-type: none"> <li>Results that equal less than fifteen months.</li> </ul>
Date of Last Inspection	<p><b>COMPOSED OF:</b></p> <ul style="list-style-type: none"> <li>Date unit last inspected (line 5h)</li> </ul>